

**GENERATING 1% SALARY INCREASES  
JANUARY 1, 2005  
(PR-PER-12)**

**December 2004**

***VERSION (1.0)***

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# GENERATING 1% SALARY INCREASES

## OVERVIEW

House Bill 1, adopted October 2004, requires districts to increase employee's salaries for days worked effective January 1, 2005. Across the state, school district's pay periods vary greatly due to a wide variety of reasons, including school calendars, pay frequencies, and the number of paychecks for the year. The MUNIS system can save the district's payroll department a considerable amount of time when salaries are mass created due to an increase in the salary tables. However, it is not possible to provide directions that automatically pay every employee at an increased rate for days worked on or after January 1, 2005. Any method we can suggest is not a "catch all" procedure.

The MUNIS system allows the districts to use the July 1, 2004 salary tables to create new salary tables for this mid-year increase. **NOTE: These NEW January 1, 2005 salary tables must be used to create the salary tables for July 1, 2005.** Once the new salary tables are created, the MUNIS MASS CONTRACT INCREASE function can mass update employee Job Pay records based on the new salary tables. This functionality is only available for employees with Job Pay Records.

The district can increase salaries by 1% when January 1, 2005 is included in the days for which pay is received (based on **PAY TYPE**). Most districts can use "**Pay Types**" to determine when the increase should occur. When using **Pay Types** to differentiate this condition, a Mass Contract increase can be applied at the point that a new payroll is actually paying an employee for days worked on or after January 1, 2005.

Mid-year hire employees require a manual calculation for remaining check amounts as do employees with Job Pay records not attached to Salary Tables. This document's purpose is to provide guidance for the different actions that can be performed.

## Checklist for Generating Salary Calculations

1. Generate the new Salary Tables for base pay. If **CERT** extra service table amounts are based on an index of base pay, the extra service salary table amounts must be increased as well.
2. Determine by Pay Type, the payrolls requiring the increase in order to cover days worked on or after January 1, 2005. For example, "240 day" employees might need the increase for the first check in January, but "185 day" employees might require an increase for their February payroll check.
3. Apply **Mass Contract Increases** by Pay Type for the appropriate payroll. Use **01/01/2005 as the effective date** for all Mass Contract Increases.

4. Salary Table changes and mass contract increases do not affect “specialized” Job Pay employees (employees who are not linked to a Salary Table) and employees without Job Pay records. **Manually** update the salaries of these employees.
5. **MID-Year Hire** Employee’s Recurring Pay screens must be manually updated once the Mass Contract Increase is applied. The Job Pay screen for the mid-year hire is updated with a Contract Increase just as other employees. This update changes the Recurring Pay screen. We suggest collecting screen prints of all mid-year hire’s recurring pay screens prior to applying the Contract Increase so that previous amounts are maintained for making new calculations on the Recurring Pay screen.

## GENERATING NEW SALARY TABLES

The Generate Ring Menu option in the Salary Table program allows districts to create new Salary Tables with new effective dates, using an existing Salary Table as a template. New Salary Tables can therefore be quickly added when a salary increase has been approved for all employees or just a group of employees. New legislation requires one percent increase for days worked as of January 1, 2005.

**NOTE:** *Increasing the Salary Tables does not automatically increase employee salaries. A Mass Contract Increase must be performed to update employees with their new salaries.*

**To Generate Salary Tables, Select:**

B) PAYROLL & PERSONNEL

I) Personnel File Maintenance

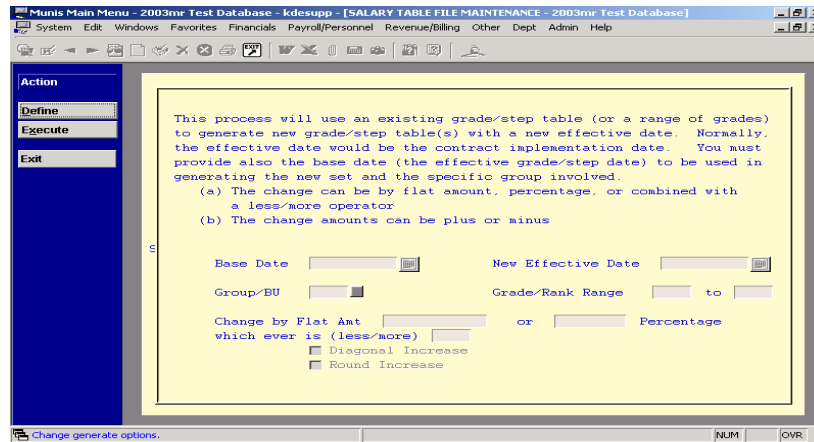
A) Salary Tables

The following screen is displayed:

Step/Level	Hourly Rate	Daily Rate	Period Salary	Annual Salary

1. Select **Generate** from the Ring Menu.

The following screen is displayed:



2. Select **Define** from the Ring Menu.
3. Enter the following fields:

Field	Description
<b>Base Date</b>	Enter the date of the existing Salary Tables to copy.
<b>New Effective Date</b>	Enter <b>12/31/04</b> as the effective date of the new Salary Table. This is so that Effective Date on the “mass contract increase function” can be 01/01/2005.
<b>Group/BU</b>	Enter the Group Code of the Salary Tables to be copied. This is either <b>CERT</b> or <b>CLAS</b> . Increasing the two groups separately.
<b>Grade/Rank Range</b>	Enter the range of Salary Tables to be increased. <b>NOTE:</b> If Extra Service Amounts are based on an index of base pay, these tables must be increased as well as the base pay tables.
<b>Change by Flat Amt or Percentage</b>	Enter <b>1</b> as the percent by which to increase the Salary Tables.
<b>Which ever is (less/more)</b>	Do not check this box.
<b>Diagonal Increase</b>	Enter <b>N</b> for No. This field was designed for a unique situation of another MUNIS client. Kentucky school districts do not need to utilize this option.
<b>Round Increase</b>	Check the box if the district chooses to round salaries.

4. Press **ESC** to save the generate options.
5. Select **X=Execute** from the Ring Menu.
6. A message appears at the bottom of the screen when the table generation is complete, indicating the number of records (new salary tables) added.

## APPLY MASS CONTRACT INCREASES

This program is used to apply mass contract increases and calculate the salaries based on the new salary tables dated 12/31/2004. Using 1/1/2005 as the effective date for the updated Job Pay records will give each employee a percentage increase once Mass Contract Increase is performed on the employee's Pay Type.

To Apply Mass Contract Increases, Select:

B) PAYROLL & PERSONNEL

D) End of Period Functions

A) End of Period Processing

K) Apply Mass Contract Increases

The following screen is displayed:

Munis Main Menu - 2003mr Test Database - kdesupp - [APPLY MASS CONTRACT INCREASES - 2003mr Test Database]

System Edit Windows Favorites Financials Payroll/Personnel Revenue/Billing Other Dept Admin Help

Action

Define

Output-Post

Exit

Location 000 to ZZZZ

Org to ZZZZZZZZ

Group/BU CERT to CERT

Job Class to ZZZZ

Pay Type 105 to 105

Increase Option 1 NEW CONTRACT RATES

Percentage Rate .00

Effective Date 01/01/2005

Rounding Method U ROUND UP

Report Sort Order 1 EMPLOYEE NUMBER

☒ Salary Table Defaults

☒ Active Emps Only

PM Action Code

Change report and increase options NUM OVR

The default fields on the screen is based on the previous define.

1. Select **Define** from the Ring Menu.

2. Enter the following fields:

Field	Description
<b>Loc Range</b>	Enter the starting and ending Location Codes to process. Use 000 to ZZZZ.
<b>Org Range</b>	Enter the starting and ending Org Codes to process. Use blank to ZZZZZZZ.
<b>Group/BU</b>	Enter the starting and ending Group Codes to process. Use CERT to CERT separately from CLAS to CLAS. Substitutes do not receive the 1 percent increase.
<b>Job Class</b>	Enter the starting and ending Job Class Codes to process. For example, If Group/BU is CERT and If Extra Service Amounts aren't based on an index of base pay, Enter 0010 to 4999 as the Job Class Codes to receive an increase. If Group/BU is CERT and If Extra Service Amounts are based on an index of base pay, Multiple Mass Contract Increases are required. These additional job class code records are increased separately.
<b>Pay Type</b>	Enter the Pay Type Codes to process. <b>Example:</b> For the screen shot above, Pay Type 105 is used for "185 day" CERT employees. Their first check for FY2005 days was dated August 15, 2004. Their 2 <sup>nd</sup> check in February is for actual days worked after January 1, 2005.
<b>Increase Option</b>	Choose option <b>1</b> to increase from new contract rates from the Salary Tables.



Field	Description
Percentage Rate	This field is not accessible.
Effective Date	Enter 01/01/2005 for all Mass Contract Increases.
Rounding Method	N=None R=Round U=Round Up D=Round Down Do not choose. The district must make the choice.
Report Sequence Sort by	Enter the field to sort the report on: 1 for Employee Number, 2 for Employee Name, 3 for Location, then Org Code, then Employee Name.
Salary Tables Default	Check this box.
Active Emps Only	Check this box.
PM Action Code	Do not select this box.

3. Press **ESC** to save the options.
4. Select **Output-Post** from the Ring Menu.
5. Choose to **Print** or **Spool** the Employee Step Increases Proof.
6. The following window will appear:

Do you wish to apply these increases?  Continue (Y/N):
--

7. **Do not post the contract increases until the Employee Step Increases Proof has been reviewed.** If the Proof was printed, you may postpone responding to the message while you review the report, or answer **N** if the report is not available timely. If the Proof was spooled, answer **N** and exit to a MUNIS menu where you can access the spooled report to display or print.

**NOTE:**      *Reviewing the Employee Step Increases Proof is a critical step, as it can point to discrepancies created during definition of the mass contract increase.*

8. If no errors are detected during the Proof review, enter **Y** to post the contract increases. If the Apply Increases window is not displayed because you previously responded with an **N**, repeat the mass contract increase process until the window (see step 6) is displayed. Enter **Y** to post the increases.
9. At the prompt to apply these increases, enter **Y** for Yes.